

Weekly Management Report

September 11, 2015

1. **Memo** – Watering of Parkway Trees with Recycled Water – Parks and Recreation Department
2. **Memo** – Burbank Channel Bikeway Project (Phase II) Project Update – Community Development Department
3. **Synopsis** – Parks and Recreation Board Meeting of September 10, 2015 – Parks and Recreation Department
4. **Synopsis** – Art in Public Places Meeting of September 9, 2015 – Parks and Recreation Department
5. **Minutes** – Burbank Police Commission Meeting of August 19, 2015 – Burbank Police Department



**CITY OF BURBANK
OFFICE OF THE CITY MANAGER**

(818) 238-5800

FAX (818) 238-5804

DATE: September 11, 2015
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Watering Parkway Trees

Please see the attached report from Glen Williams in the Parks and Recreation Department concerning watering of parkway trees. City Council Members will note, I am sure, that the staff is taking this question very seriously both in terms of health of our urban forest, and also the use of recycled water.

The report explains that we currently water 2,000 of our 30,000 parkway trees (primarily young trees in commercial areas). This task, mostly unobstructed by parked cars, requires dedication of one full-time staff person and truck. While the report does not rule out any option, the cost to do the rest of our parkway trees using that methodology is entirely impractical.

Staff feels the best approach is still to educate the public to water their parkway trees and to make sure they know they will not be penalized for it. Staff also feels that the use of "treegators" (defined in the memo) offers residents a simple solution. If the City subsidized that purchase, it would be far less costly and a more effective solution than purchasing additional trucks and hiring additional staff.

City Council discussion of this report is respectfully requested.



Memorandum

Date: September 10, 2015

To: Mark Scott, City Manager

From: Judie Wilke, Parks and Recreation Director *Judie Wilke*
By: Glen Williams, Landscape and Forestry Services Superintendent *Glen Williams*

Subject: CITY MANAGER TRACKING LIST NO. 1796 – WATERING OF PARKWAY TREES WITH RECYCLED WATER

Due to rising concern with the drought-driven mandated watering restrictions combined with the valiant efforts of many residents and business owners to do their part to conserve water, at the City Council meeting of August 25, 2015 Vice Mayor Talamantes requested that staff consider watering parkway trees with recycled water throughout the community. The purpose of this memorandum is to explain the Forestry Services existing watering operation and address Vice Mayor Talamantes' request.

Currently, Forestry Services provides recycled water to approximately 2,000 parkway trees most of which are located in commercial areas throughout the City. Forestry Services has one water truck in operation at this time with a shift from 9:30 PM to 7:00 AM Monday through Friday, with alternating Fridays off. Approximately 1,000 trees are watered each night with twice weekly watering for all trees. On the Fridays worked, one route is watered a third time. Most of the trees watered are small and less established. The amount of water provided is five to ten gallons per watering, which increases the trees chances of survival through the hot summer months. The only large trees watered by the water truck are the Camphor trees along Keystone Street adjacent to Burroughs High School.

As previously mentioned, most of the trees being watered are in commercial areas, which do not allow overnight parking. This allows the Forestry Services personnel to work more efficiently as the operator can remain in the vehicle while watering in order to maintain high output on the route. Without overnight parking restrictions Forestry Services personnel would have to drag hoses around cars in order to water the trees.

All trees watered by the water truck are watered from the spring through fall, the exact dates vary with the onset of rain in the fall and the final rains of the following spring. Forestry Services has started watering as early as late March and as late as late April, and stopped as early as the end of September and as late as the middle of December.

Current research shows that during the hotter/drier months trees need an average of ten gallons of water per week for each inch of trunk diameter. For example, smaller trees such as young (but established) Crape Myrtles may be two or three inches in diameter, therefore only need twenty to thirty gallons of water per week. In contrast, a large Sweet Gum may be thirty-six inches or more in diameter and need three or four hundred gallons of water per week. The amount of water Forestry Services provides smaller trees is able to be applied fairly rapidly without substantial runoff. Larger trees require greater amounts of water which would increase the rate of runoff (or decrease the number of trees that could be watered per night as the water would need to be applied more slowly).

The City has 28,000 parkway trees that would need to be considered for watering. While all 28,000 may not need watering accomplished by the City, it would be difficult and time consuming to identify the trees that are in the most need of watering. Thus, the watering truck would need to be operational throughout the entire community. That being the case, it would be challenging to water in residential and commercial areas that allow for overnight parking as cars would be in the way of the trees making it difficult to efficiently water them.

There is the possibility of trying to accomplish the watering on street sweeping days, when the cars should already be removed. However this could still prove problematic because not all streets in town have weekly street sweeping. Moreover, it would be challenging for existing Forestry Services personnel to water several hundred trees in the two hour window of time set aside for street sweeping. Furthermore, in residential and commercial areas where well established trees exist, it would require fairly slow watering. Forestry Services could accomplish this task by purchasing additional water trucks and hiring more personnel.

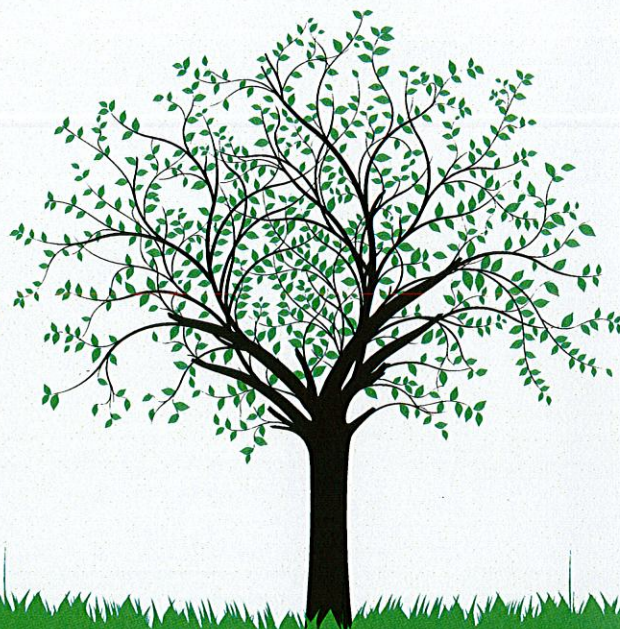
As an alternative, it may be possible to use a slow watering device such as a Treegator. Treegators are essentially a pouch with a few holes in it. The pouch is filled with water and leaks out slowly over several hours. Treegators are limited to watering smaller trees that are eight inches in diameter or less. The cost of each watering device is approximately \$20 and would require personnel to install and remove it after the water empties out several hours later. Trees larger than eight inches in diameter would require a different method of watering. One possible solution for larger trees is to use 33-gallon trash cans with holes drilled in the bottom to allow the water to slowly seep into the ground. This too would require an investment of approximately \$15-\$30 per trash can (depending on the quality) and personnel for installation and removal after the water empties out. Some factors to consider are the number of trash cans needed per tree (10 cans for a 36" diameter tree) as well as the fact that the water truck only holds a thousand gallons of water. Staff would only be able to do three trees before having to refill the water truck. While it is possible to provide less water at each tree that would just mean more trees done but would also mean more trips to individual trees. Since this is a new method, the number of trees that could be watered is based on an assumption. Thus, it seems possible that Forestry would be able to put out, fill and retrieve more than 200 trash cans per day and would require two trucks and two personnel since the water truck does not have the capability of carrying trash cans.

While there may be other methods of watering to consider, simple math would dictate that with 28,000 parkway trees, and assuming Forestry Services could water as efficiently as

they are currently able to do in commercial areas where no parking is allowed, it would require an additional fourteen water trucks and associated personnel. However, realistically Forestry Services would not be able to maintain the productivity they currently have when watering in residential areas given the number of cars that would need to be worked around.

Staff understands and appreciates the concern to protect the City's parkway trees from the drought. While it seems like a good idea as a means by which to ensure the viability of all of our parkway trees in Burbank, regardless of the watering method considered, it is important to summarize the main challenges. The water truck is loud with flashing hazard lights so nighttime watering would be a disturbance to residential neighborhoods. Daytime and nighttime watering where there are no parking restrictions would be problematic due to the presence of cars parked along the street and personnel having to work around them. And watering all the trees on street sweeping days would require even more trucks and personnel because a lot would have to be accomplished in two hours.

HOW TO CARE FOR YOUR TREES IN A DROUGHT



We're in a Drought!

It's true. In fact, we are in one of the worst droughts California has ever experienced. Our community is taking big steps to use water responsibly. As we continue to prioritize our water use, it is important to remember one of our greatest assets: trees. During times of drought, trees need a little extra help getting enough water. To ensure that trees survive the stress of drought, Burbank residents are permitted to water trees all the way through Level 5 water restrictions. Why is it important that trees survive the drought? Not only do they provide countless benefits to communities, but they are a big time investment. A new lawn can be installed in a weekend, but a mature tree takes at least 50 years to grow!



Check.

How do you know if your tree needs to be watered? Check! Use a screwdriver or other tool and stick it 6-8 inches into the ground. If the soil is dry and crumbly, it may be time to water again. How often will you need to water? Every tree is different, but generally young trees will need watering 1-3 times a week (depending on the temperature) and mature trees will need watering 1-2 times each month.



Water.

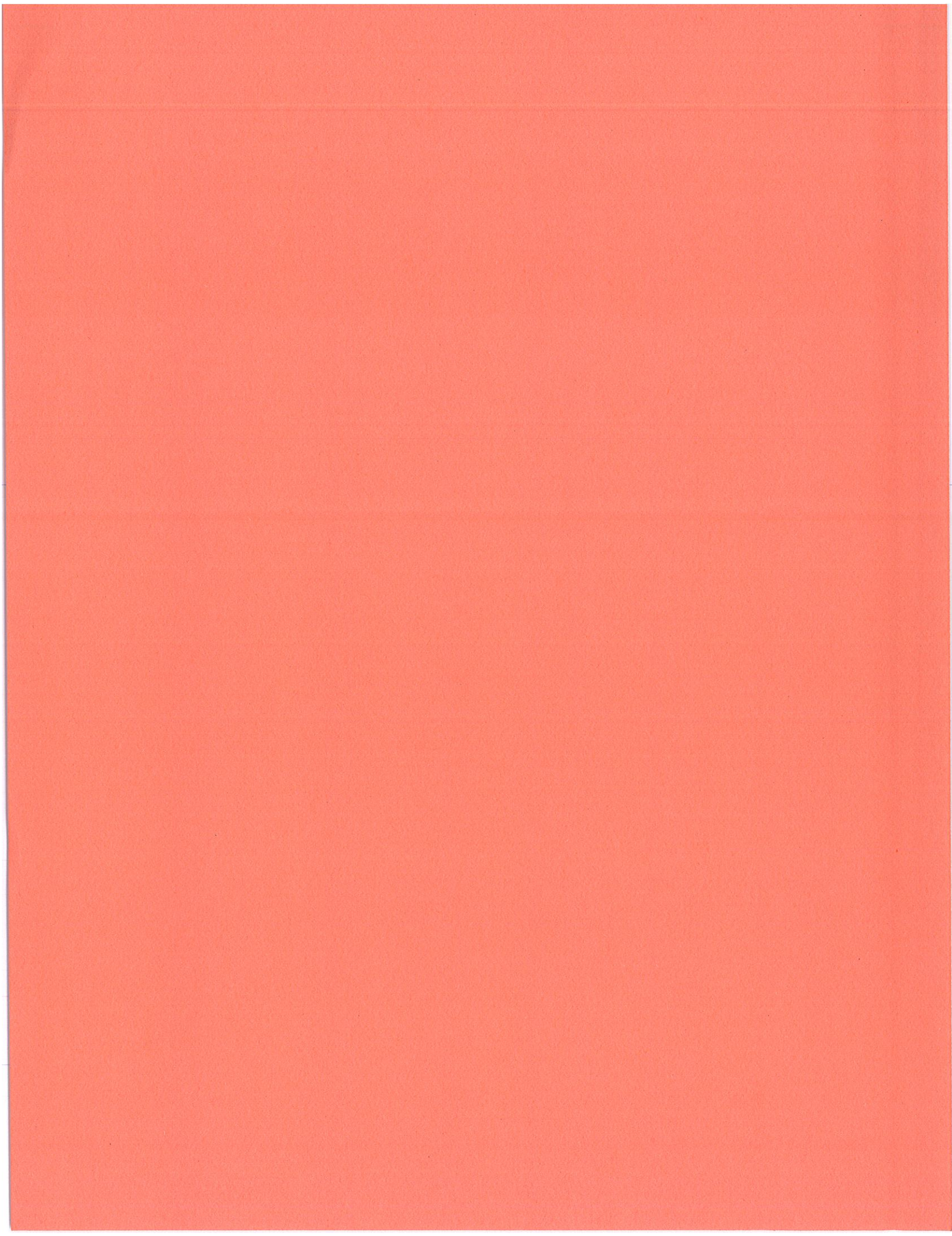
When watering your tree, think **low** and **slow**. Water at ground level to avoid losing water to evaporation. Use a watering tool with a slow, steady release to make sure water soaks into the ground. The goal is to get the water to the roots, which are typically 12-18 inches below the ground. Don't forget to limit your watering times to before 9 AM and after 6 PM!



Mulch.

Adding a little mulch around your tree can make a big difference. Mulch can help keep moisture in the soil and protect your tree's roots from extreme heat. Simply layer about 4 inches of mulch on the ground surrounding your tree, making sure to leave about 6 inches of empty space between the trunk of the tree and where the mulch begins. Did you know that the City of Burbank has a **FREE** mulch program? Visit us online to find convenient pick-up locations. Need a lot? You may qualify for home delivery. **For more information, contact: 818-238-5300.**

For more information on how to care for your trees during a drought, visit: www.burbankca.gov/treecare



memorandum

DATE: September 8, 2015

TO: Mark Scott, City Manager

FROM: Justin Hess, Asst. City Manager/Interim Community Development Director *JH*

**SUBJECT: BURBANK CHANNEL BIKEWAY PROJECT (PHASE II)
PROJECT UPDATE**

Staff continues to work on Phase II of the Burbank Channel Bikeway Project (Project), a $\frac{3}{4}$ -mile bike and pedestrian path that would be located immediately adjacent to the Burbank Western Channel. The 12-foot wide path would begin at the Downtown Burbank Metrolink Station and proceed south to Alameda Avenue. At Alameda Avenue, the path would connect with the Phase I portion of the Project that was completed in 2011.

Since June 2014, when staff received its last direction from the City Council (to analyze five different design alternatives), staff has been busy working with engineering consultants, grant partners, regulatory agencies and has conducted additional community outreach. Now that staff has completed the analysis of the five design alternatives for the Project, a scaled model of the recommended alternative was created to better illustrate the proposed design.

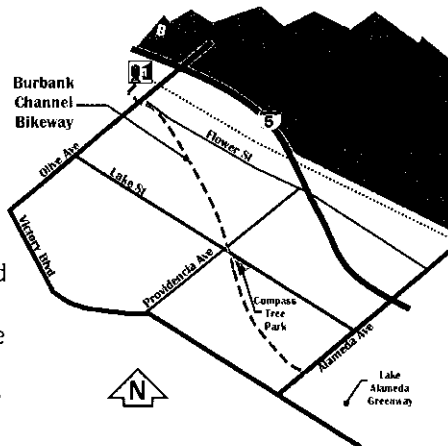
An item has been scheduled on September 22nd for the City Council's final consideration of the Project alignment and a request for direction to proceed with final design of the Project. In the interim, the model will be shared with interested neighbors and the public. Please see the notice to the neighborhood attached. Also attached are photos of the model; staff would be happy to meet with you or Council Members to take a closer look and walk through the proposed design.

NOTICE TO RESIDENTS

Burbank Channel Bikeway (Phase II) Proposed Project

What is this?

This notice is to let you know that the Burbank City Council will consider adopting a path alignment (route) for Phase II of the Burbank Channel Bikeway Project. The proposed Project is a $\frac{3}{4}$ -mile dedicated bike and pedestrian path located directly adjacent to the Burbank Western (flood control) Channel. The Project is currently in the design phase and a route selection by the City Council would define the final location of the Project.



How do I participate?

The Burbank City Council will consider this matter during their regular meeting of:

Sept. 22nd at 6:00 p.m.

Council Chamber

Burbank City Hall

275 E. Olive Avenue, Burbank, CA 91502

Also, a scaled model of the Project is on display and is available for viewing in the main lobby of the Community Services Building at 150 N. Third Street, Burbank, CA 91502. In addition, City staff will host two Open House sessions to answer questions about the project:

Sept. 12th at 10:00 a.m.

Community Services Building

Main Lobby

150 N. Third Street

Sept. 17th at 6:00 p.m.

Community Services Building

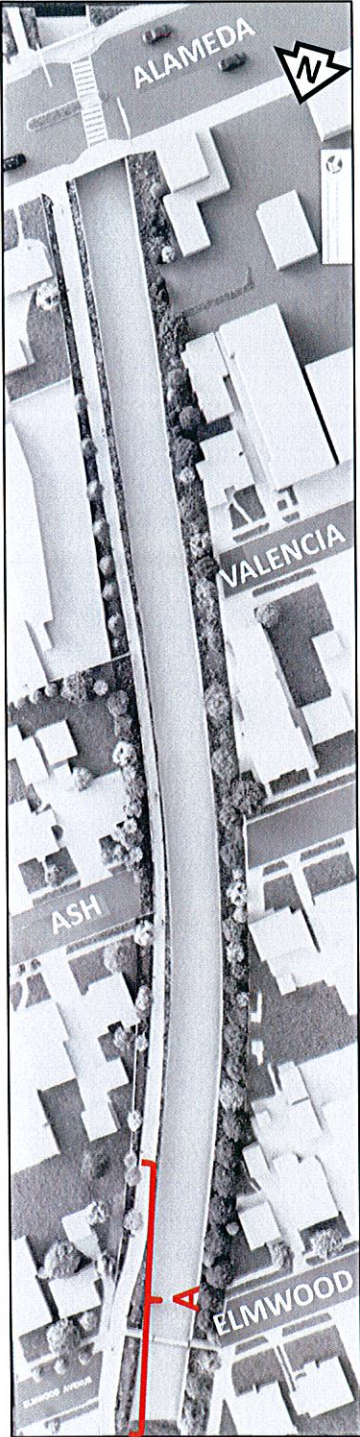
Main Lobby

150 N. Third Street

Questions?

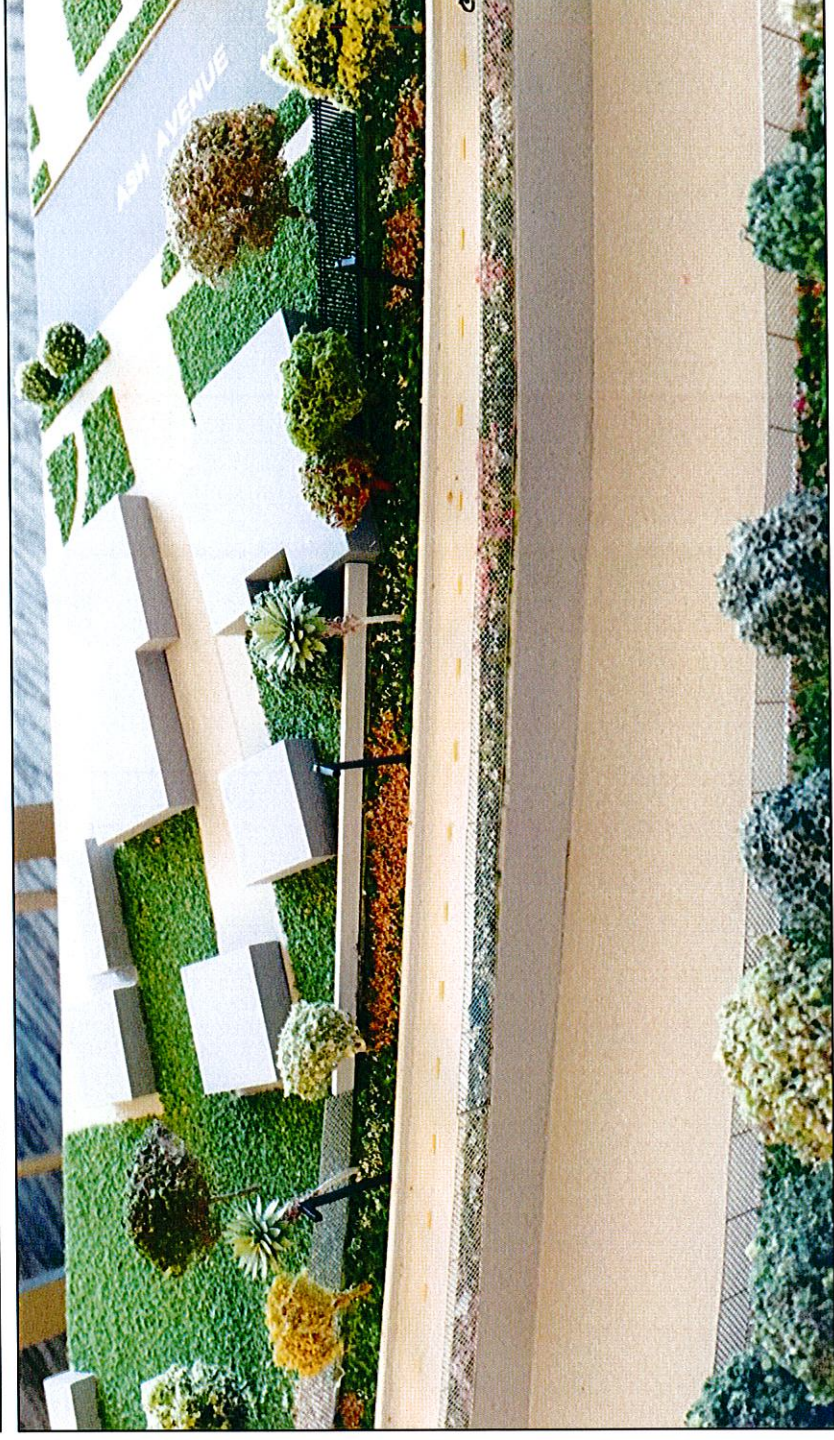
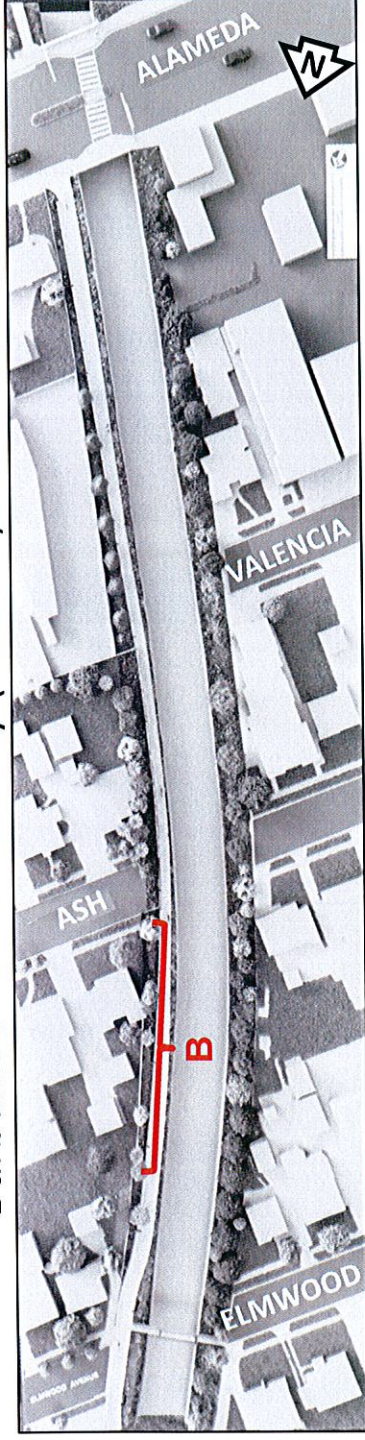
For questions, please contact Ross Young, Real Estate and Project Manager, at 818.238.5180 or via email at ryoung@burbankca.gov.

Burbank Channel Bikeway (Phase II) – Scaled Model



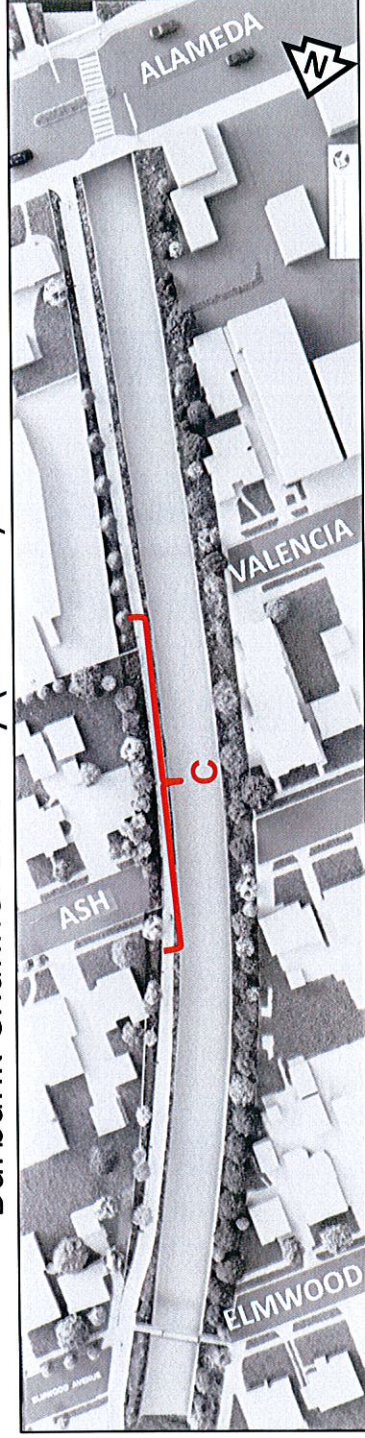
Looking east at Elmwood Avenue

Burbank Channel Bikeway (Phase II) – Scaled Model



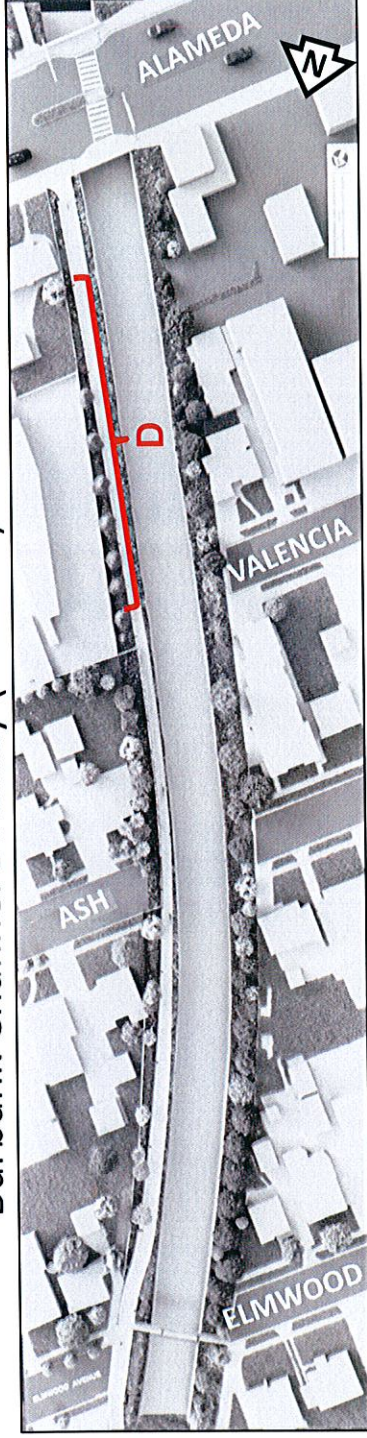
Looking east, north of Ash Avenue

Burbank Channel Bikeway (Phase II) – Scaled Model



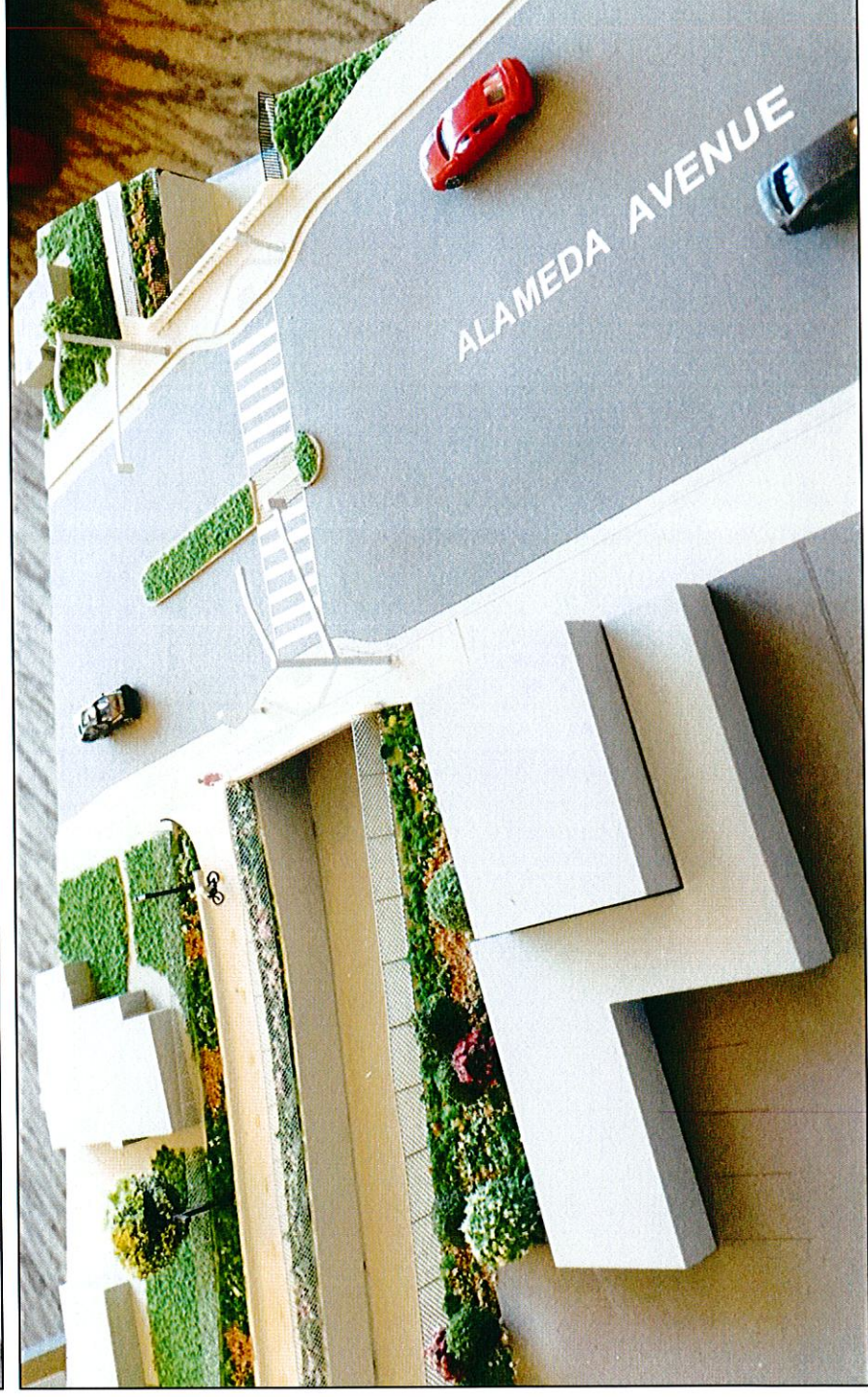
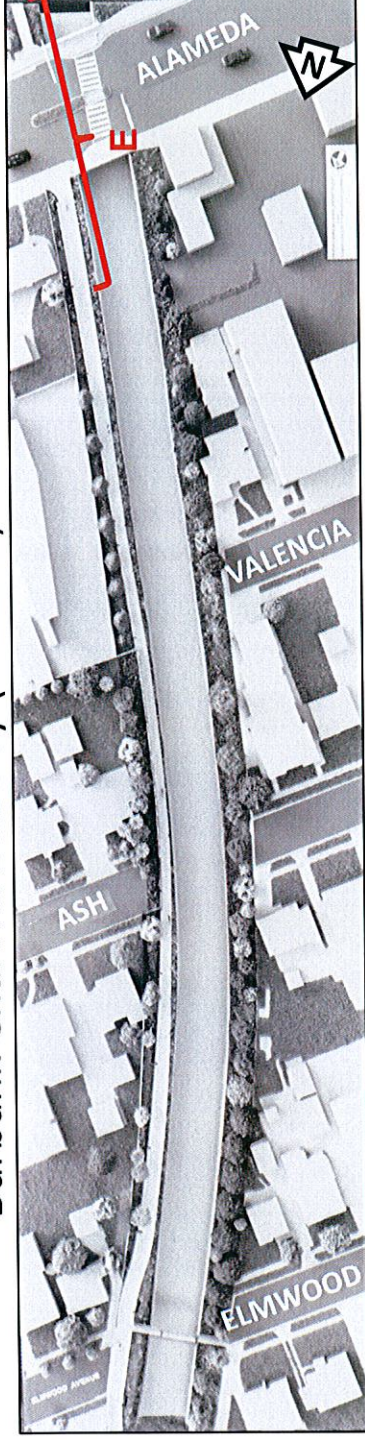
Looking east at Ash Avenue

Burbank Channel Bikeway (Phase II) – Scaled Model



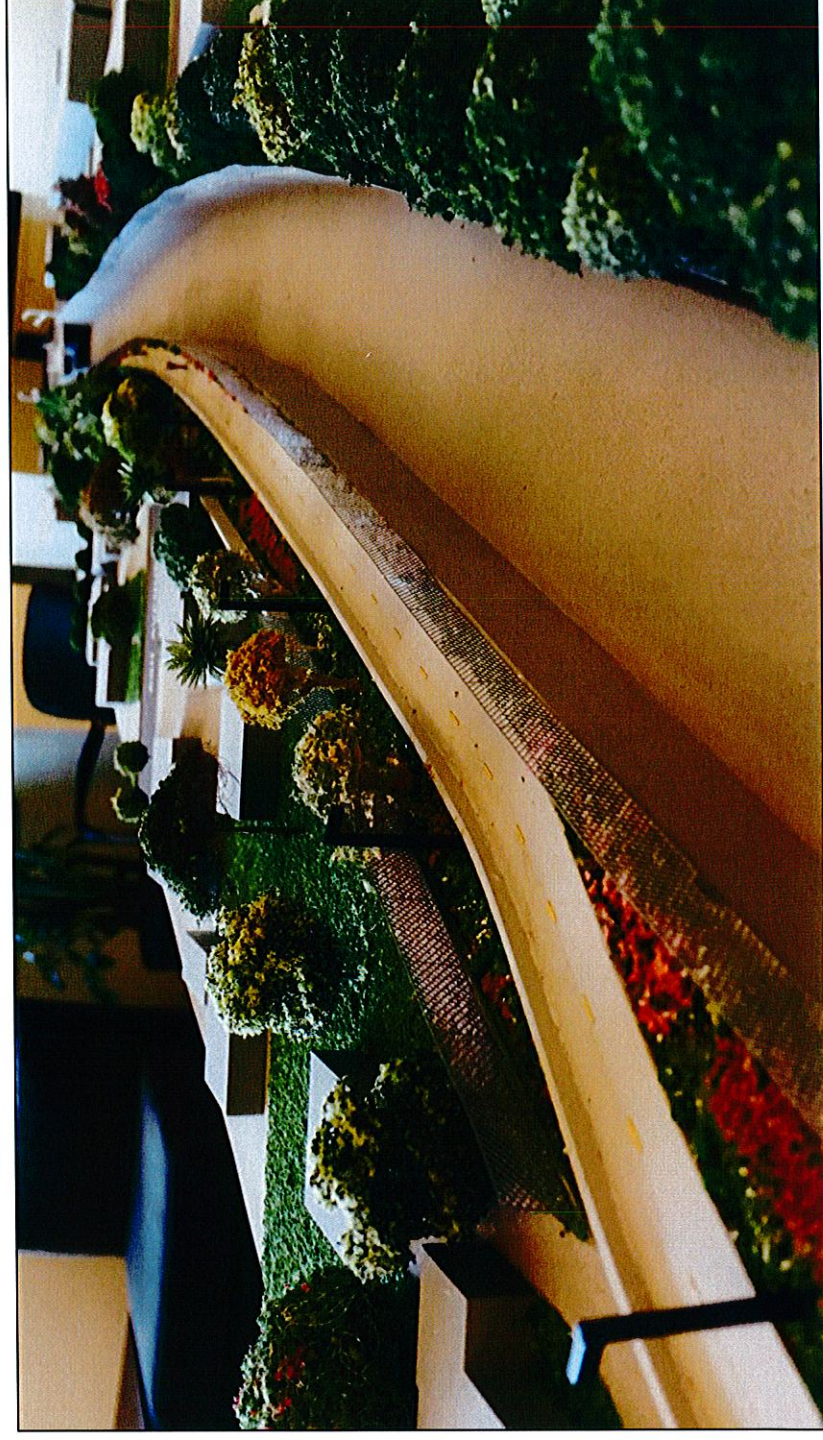
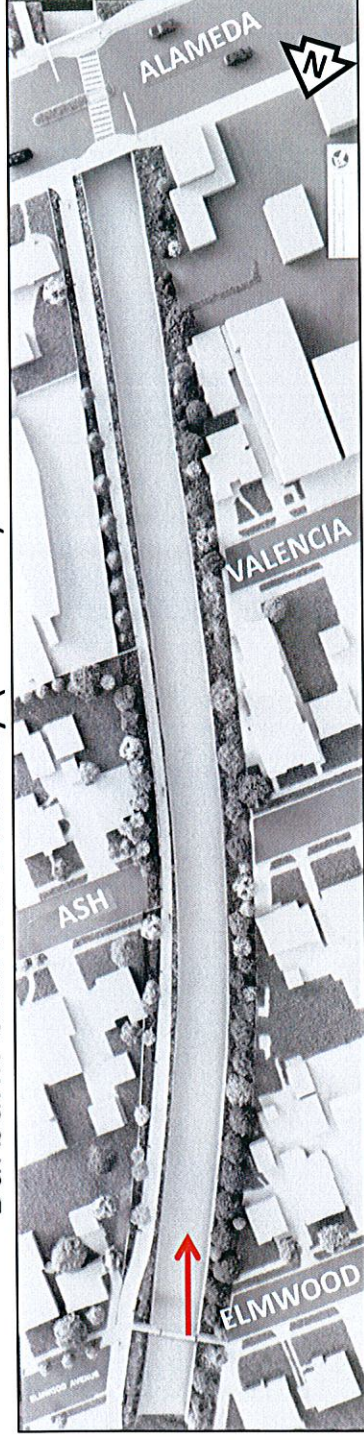
Looking east, north of Alameda Avenue

Burbank Channel Bikeway (Phase II) – Scaled Model

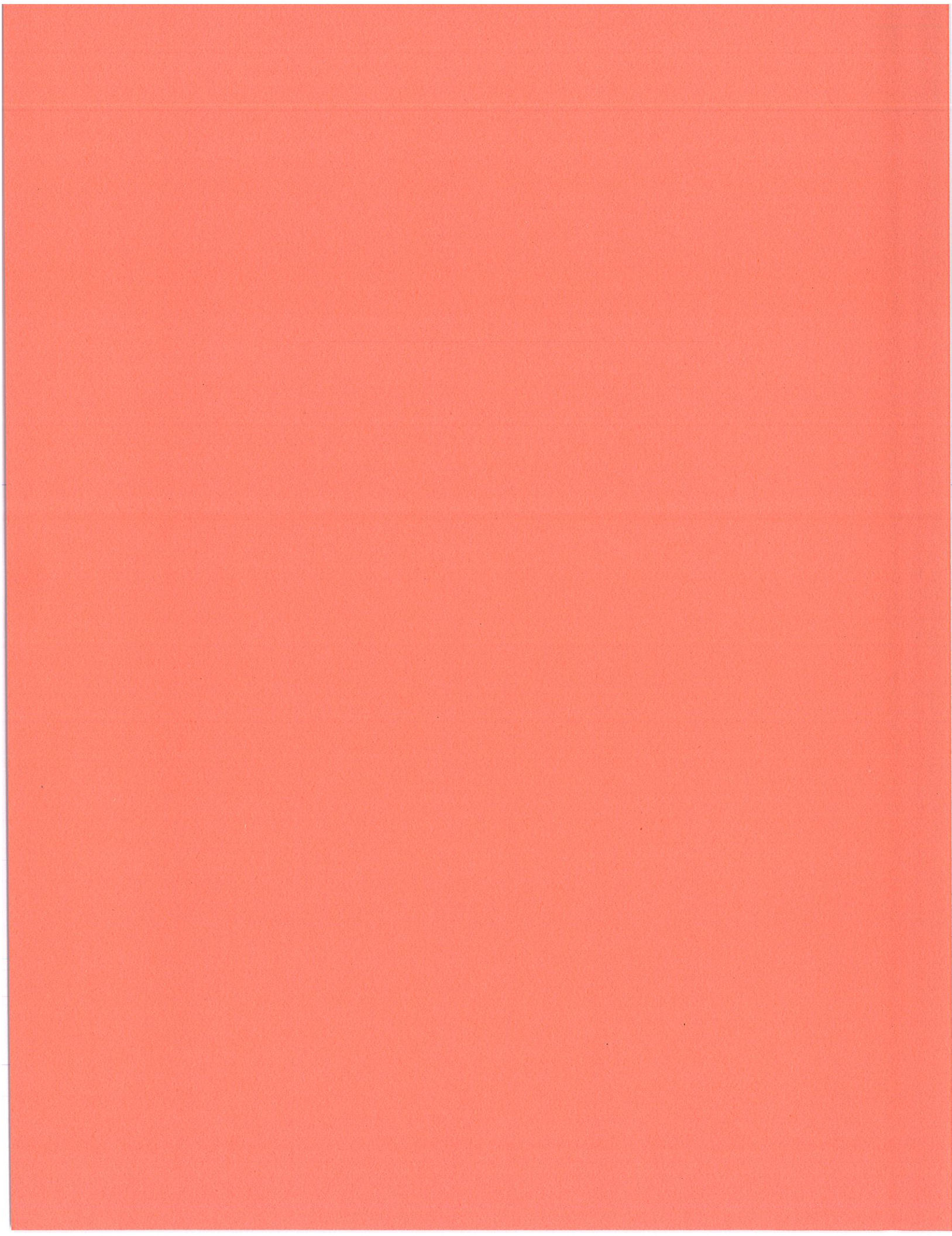


Looking east at Alameda Avenue

Burbank Channel Bikeway (Phase II) – Scaled Model



Looking south from Elmwood Pedestrian Bridge



CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Parks and Recreation Board

Date: Thursday, September 10, 2015

Staff Present: Judie Wilke, Parks and Recreation Director, Marisa Garcia, Assistant Director; Grace Coronado-Cervantes, Administrative Analyst II; Kristen Compean, Administrative Analyst I; and Melissa Colasanto, Senior Clerk

Board Members Present: Mr. Gussow, Mr. DePalo, Dr. Barta, Ms. Jackson and Ms. Lowers

Board Members Absent: None

Council/Board Liaisons Present: None

Item Discussed	Summary	Direction or Action, if any
1 Announcements	<p>Marisa Garcia made the following announcements:</p> <ul style="list-style-type: none"> • Parks and Recreation Department 90th Birthday Bash on Saturday, September 26th from 9:00- 11:00 a.m. at Burbank's first park, Vickroy Park. • Gallery Exhibit by Christina Ramos will be displayed Creative Art Center until September 24th • End of Summer Recreation Swim on Saturday, September 26, 2015 from 7:00 – 10:00 p.m. at Verdugo Aquatic Facility • 2015 Burbank Athletics Walk of Fame Ceremony on Saturday, October 3, 2015 at 9:00 a.m. behind ball field 2 at George Izay Park. This year's inductees include Don Jensen, Tom McDonald, Larry Nelson, Mary Nelson, and Terri Thomas. • Stough Canyon Nature Center Activities including: Bird Walk on September 13th at 9am, Verdugo Mountain Explorers on September 19th, Wild Creatures Walk on September 27th, and the Full-Moon Evening Hike on September 28th. • Annual Haunted Adventure on October 16th and 17th • Middle School Parties at Verdugo Recreation Center starting on Sept 19th from 7 :00pm -9:45pm 	N/A

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

2	Presentations	The Board recognized the Counselor in Training Program's participants.	N/A
3	Oral Communications	None	N/A
4	Response To Oral Communications	None	N/A
5	Written Communications	None	N/A
6	Park Board Comments	<p>Ms. Jackson reported that approximately \$25,000 was given to City over this summer with the hours volunteered from the Counselor in Training participants. She also reported on the Art in Public Places (APP) Committee meeting that took place on September 9, 2015. She stated that the RFP process has begun for the statue garden project and the Committee is currently examining the APP ordinance.</p> <p>Ms. Lowers reported on the the Advisory Council on Disabilities meeting that took place on the August 27, 2015.</p> <p>Mr. DePalò encouraged Board members to attend the Walk of Fame Ceremony on October 13th.</p>	N/A
7	Colony Theater Annual Report	<p>Marisa Garcia reported on the Colony management and operations of Burbank Center Stage annual update and an overview of the 2014-2015 goals and objectives. She noted that the Colony successfully completed their programming goals and objectives for 2014-15 and facility improvement in excess of their quarterly \$2,250 lease payment.</p> <p>Thereafter, Barbara Beckley, the Executive Director of the Colony Theater, provided the Board with an overview of the 2014-15 productions.</p> <p>Board members discussed and raised questions.</p>	Noted and filed.
8	LA County Parks Needs	Marisa Garcia provided the Board with an update on the Los	Noted and filed.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

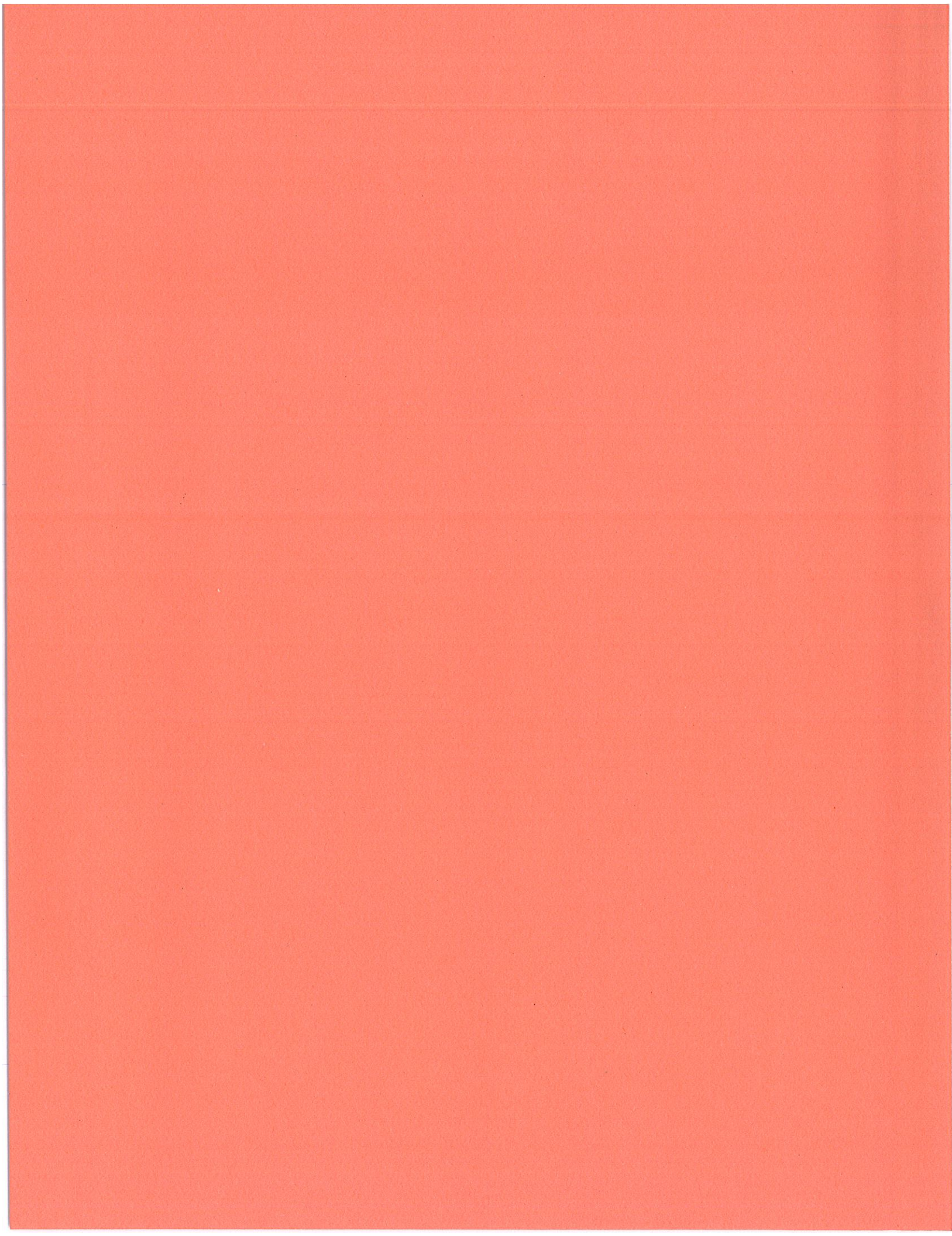
	Assessment Update	<p>Angeles County Parks Needs Assessment. She explained that the County of Los Angeles has initiated a County-wide assessment of the needs for parks and recreation in both cities and unincorporated areas. The goal of the assessment is to engage all communities within the County in a collaborative process to gather data and input for future decision-making on parks and recreation. The assessment will be conducted and completed over 15 months, between March 2015 and May 2016. She noted that the Department has conducted an inventory of all City parks and a consultant team will now summarize the park data, community profile information and potential opportunity sites for new parks. The analysis results will be returned to the City in late October as a part of a toolkit to be used at a future community engagement meeting.</p>	
9	Capital Improvement Projects Update	<p>Board members discussed and raised questions.</p> <p>Judie Wilke provided the Board with an update regarding the Department's Capital Improvement projects.</p> <p>She reported that the following capital improvement projects were completed in FY 2014-2015:</p> <ul style="list-style-type: none"> • Ralph Foy Park Restroom Renovation • Mountain View Park Restroom Renovation • Izay Park Irrigation Conversion to Recycled Water • Enhanced Brace Picnic Area #2 (picnic pad) <p>Thereafter, she reported on the following capital improvement projects for the current year:</p> <ul style="list-style-type: none"> • Johnny Carson Park Renovation • McCambridge Ballfield #2 Bleacher Shade Structure • Joslyn Adult Center Restroom Renovation • Brace Park Shade Structure Replacement • Verdugo Park Monument Signs • McCambridge Park Monument Sign • Community Garden 	Noted and filed.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

	<ul style="list-style-type: none"> Enhance Brace Park Picnic Areas #1 and #3 <p>Lastly, she reviewed the following projects that are funded and design is underway. She noted that although construction on some of these projects may begin this fiscal year, staff anticipates completion in Fiscal Year 2016-2017.</p> <ul style="list-style-type: none"> Verdugo Park Restroom Renovation Valley Park Restroom Renovation Brace Park Restroom Renovation Earthwalk Park Playground Equipment Replacement Verdugo Park Playground Equipment Replacement Foy Park Playground Equipment Replacement Vickroy Park Playground Equipment Replacement <p>Board members discussed and raised questions.</p>	
10	<p>Parks and Recreation Board Presentation to the City Council</p> <p>The Board discussed topics for the Chair to include in his presentation to the City Council on October 13, 2015. The Board agreed on a past, present and future approach. Board Chair DePalo and Board Member Jackson will work together to compile a power point to present to City Council.</p>	None
11	<p><u>Approval of Minutes</u> Minutes of the August 13, 2015 minutes were approved.</p> <p><u>City Council Agenda Items Update</u> Noted and Filed.</p> <p><u>Contract Compliance</u> Noted and Filed.</p> <p><u>Park Patrol Report</u> Noted and Filed.</p> <p><u>Departmental Operations Update</u> Noted and Filed.</p>	5-0 Board approved the consent calendar.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

12	Tabled Items	None	N/A
13	Second Period of Oral Communications	None	N/A
14	Additional Comments from the Board	<p>Mr. Gussow expressed his concerns with the excess amount of marijuana smoking noted in the park patrol reports.</p> <p>Ms. Lowers reported on some concerns that were brought to her attention by community members including the temperature of Verdugo Pool and the need for more Girls Softball sign ups.</p>	N/A
15	Introductions of New Agenda Items	<p>Ms. Jackson reported that the condition of the Wild Wood Canyon Trail is unstable and requested to discuss it as an upcoming agenda item.</p> <p>Mr. Gussow requested an update on the cost recovery program.</p> <p>Mr. DePalo requested to discuss the naming of a facility or park in honor of two community members as an upcoming agenda item.</p>	N/A
16	Adjournment	The meeting was adjourned at 8:37pm	N/A



Meeting: *Art in Public Places***Date: 9-9-15****Members Present:** Robert Brody, Karen Bradfield, Gordon Haines, Kimberly Jo, Carole Kubasak, and Dink O'Neal**Members Absent:** Carolyn Jackson**Staff Present:** Judie Wilke, Marisa Garcia, Paula Ohan**Council/Board Liaisons Present:** *Planning Board Liaison Kimberly Jo*

Item Discussed		Summary	Direction or Action, if any
1	ELECTION OF OFFICERS - SECRETARY	MOTION MADE BY ROBERT BRODY, SECONDED BY KIMBERLY JO, AND CARRIED (6-0) TO ELECT DINK O'NEAL AS SECRETARY.	DINK O'NEAL – SECRETARY
2	ART IN PUBLIC PLACES ORDINANCE	STAFF BROUGHT FORWARD THE EXISTING ORDINANCE (10-1-1114) FOR MEMBERS TO REVIEW AND PROVIDED FEEDBACK ON RECOMMENDED CHANGES OR UPDATES. THE COMMITTEE WILL CONTINUE TO REVIEW AND PROVIDE FEEDBACK AT THE NEXT SCHEDULED MEETING.	AFTER UPDATES ARE MADE TO THE EXISTING ORDINANCE, STAFF WILL BRING BACK THIS ITEM TO A FUTURE COUNCIL MEETING REQUESTING APPROVAL OF THE RECOMMENDED UPDATES.
3	PUBLIC ART GARDEN UPDATE	STAFF ANNOUNCED THAT THE SCULPTURE GARDEN REPORT TO COUNCIL HAS BEEN SCHEDULED FOR TUESDAY, OCTOBER 27.	N/A



August 19, 2015

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1807 hours by Commission Chair, William Pletcher.

CALL TO ORDER AND ROLL CALL

Present: Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Cremins and Dermenjian, Police Administrator Wilson, Sergeant Fatta, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

INVOCATION AND FLAG SALUTE

The invocation was led by Commissioner Hergelian and the flag salute by Commissioner Pletcher.

COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES

Commissioners Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen participated in National Night Out on August 4th.

Commissioner Hergelian announced his attendance at:

6/26 Farewell reception for Deputy Chief Tom Angel

6/30 City Council meeting presentation of Rex Andrews Scholarship to Officer Paul Lin

7/30 Promotion and appointment recognition of personnel at the BPD

ORAL COMMUNICATIONS

Appearing to speak before the Commission was Mike Nolan, who commented on on-line bicycle serial number registration at other agencies and possible application in Burbank

RESPONSE TO ORAL COMMUNICATIONS

Staff responded that free bike registration events have been held in the City, however, on-line registration is not currently available, but will be investigated.

APPROVAL OF MINUTES FROM JUNE 17, 2015

Commissioner Diamond made a motion, seconded by Commissioner Dineen, to approve the minutes from the June 17th meeting. Motion carried by Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen.

ITEMS OF BUSINESS

1. Discussion with Assistant Public Works Director/Traffic Engineering Ken Johnson

Assistant Public Works Director/Traffic Engineering Ken Johnson and Public Works Director Bonnie Teaford were present to answer concerns from the Commission on parking enforcement in the Magnolia Park area. Generally, parking in the Magnolia Park area is two hours from 8 am – 6 pm, with the exception of the 3400 block, where it is designated one hour.

August 19, 2015

Meeting of the Burbank Police Commission

Page 2

The Traffic Commission is an advisory board to the City Manager, with their authority for decisions on traffic issues dictated by the Municipal Code. The Public Works Director may take their suggestion under advisement; however, the PW Works Director has the ultimate authority to make changes.

Consensus among business owners may affect parking time limits/restrictions on a particular block.

2. Presentation of the monthly Part 1 crime incidents (violent and property crime) stats/map

Crime Analyst Statland presented the crime trends in the City and the efforts of the Department for crime suppression and prevention in June and July. Crime trends included shoplifting and theft from vehicles (catalytic converters). Detective and Patrol personnel arrested multiple suspects responsible for catalytic thefts, a crime spree of 30 incidents of thefts of vehicles and items found in them, and work van thefts.

(Commissioner Reyna left the podium from 1850 to 1857 hours)

3. Grading of progress on critical strategies of the Strategic Plan

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Cohen, to grade the report on the Communications Center as On-Going with Follow Up in six months (Communications Center Manual has yet to be completed). Motion carried by Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, and Stearns-Niesen.

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Diamond, to grade the vehicle fleet acquisition plan as Satisfactory. Motion carried by Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, and Stearns-Niesen.

4. Presentation and discussion of critical strategies of the Strategic Plan

Accountability System - Captain Cremins presented the practices implemented in the Investigation Bureau including the institution of sign in/sign out sheets, ordered a training needs assessment, sent personnel to specialized and POST training, assigning a late night detective, paperless report system, creation of detective roll call, and the implementation of other protocols/systems for efficiency and accountability.

Facility Repairs/Improvements – Captain Dermenjian stated all items as listed in the Strategic Plan have been completed, although standard maintenance is on-going.

Two electronic key cabinets have been installed for accountability and security of station keys. Recently, the alarm panel in the Communications Center was replaced; an upgrade of the surveillance system of the Police/Fire Facility in and around the station will be forthcoming.

5. Selection of NACOLE Conference Attendees

Commissioner Pletcher expressed interest in attending the full conference, and Commissioners Diamond, Stearns-Niesen, and Hergelian may be interested in one-day conference registration. Police Administrator Wilson stated \$5,000 has been allocated for the Commission to send attendees to the conference.

6. Briefings by the Police Administrative Staff

Chief LaChasse announced:

8/18 Met with various clergy of Burbank relative to recent attacks on houses of worship
8/26 Recruit Pride run in honor of Officer Matthew Pavelka
8/27 Recruit graduation at the OC Police Academy
9/9 Spanish Community Academy begins
9/10 English Community Academy begins
Nov WLLE Conference in Sacramento – sending 10 personnel

FINAL PERIOD OF PUBLIC COMMENTS

Appearing to speak before the Commission was Mike Nolan, who commented on parking enforcement and statistics.

RESPONSE TO ORAL COMMUNICATIONS

Deputy Chief Albanese explained PCO beat assignment and rotations. He also announced that the Department will soon beta test the Gentech system of electronic vehicle marking.

COUNCIL LIAISON COMMENTS

Council Member Gordon commented on the need for redundancy for security cameras in terms of multiple views supporting each other and a back-up power source.

INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS

Commissioner Cohen made a motion, seconded by Commissioner Diamond, to have a presentation and discussion by the COPS Bureau about the types of information/new releases posted on the website and protocols for information disclosure to the public. Motion carried by Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen.

Commissioner Cohen made a motion, seconded by Commissioner Pletcher to have a presentation and discussion of Parking Control Officers citation trends for three months (three months or a deployment period, whichever is determined by the Command Staff), from 2013-2015, in the Magnolia Park area. Motion carried by Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, and Reyna, with a dissenting vote by Commissioner Stearns-Niesen.

Commissioner Hergelian made a motion to discuss the medical contract with St. Joe's and services provided by Vital Medical Services, who are being utilized at other agencies to cut down time that officers are present for these medical services. It was recommended that this topic be revisited in a couple of months to evaluate the effectiveness at the other agencies, and applicability of these services at the Department. Motion withdrawn.

Assistant City Attorney Oh will inquire about business cards for the Commissioners and report back next month.

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Commissioner Stearns-Niesen made a motion, seconded by Commissioner Pletcher, to have the Strategic Plan subcommittee meet and discuss a go-forward plan with regard to the Strategic Plan, and make recommendations at the October meeting. Motion carried by Commissioners Cohen, Diamond, Dineen, Hergelian, Pletcher, Reyna, and Stearns-Niesen. Commissioner Reyna volunteered to be a member of the Strategic Plan subcommittee.

NEXT MEETING DATE

The next regularly scheduled meeting of the Police Commission is Wednesday, September 16, 2015.

ADJOURNMENT

There being no further business to come before the Commission, the meeting adjourned at 2010 hours.

Elise Stearns-Niesen, Secretary
Burbank Police Commission

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